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MEMORANDUM FOR: See Distribution

FROM:


Administrative Officer, DCI

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SUBJECT: Congressional Fellowship for Federal
Secretaries, 1985/86

1. The Agency has been invited by the Congressional Caucus for Women's Issues to nominate one candidate for the Fifth Annual Congressional Secretarial Fellowship. The one-year Fellowship begins in August 1985 and is designed to assist an outstanding government secretary acquire the education and training necessary to assume mid-level management positions. The Fellowship is open to federal government secretaries, or persons with secretarial-type responsibilities, at the GS-07 through GS-09 level. The individual selected must attend on a completely overt basis. The fellowship does not involve an award or grant of funds, but is available on a nonreimbursable basis to the participating agency.

2. Attached is a copy of the Fellowship Announcement and a fact sheet on the Caucus.

3. If you have a candidate please submit two copies of the following nominating papers to DCI Admin no later than 9 May 1985: (a) Form SF-171 - Personal Qualifications Statement, completed by applicant; (b) a one-page, unclassified statement of the applicant's career goals and aspirations which details specific qualifications for the Fellowship; (c) a recommendation from the immediate supervisor which includes the supervisor's assessment of the applicant's specific qualifications; (d) an agreement to release the nominee (if selected) for a one-year nonreimbursable assignment. If you do not have a candidate, a negative response would be appreciated.


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Congressional Caucus for Women's Issues

PLEASE POST-----FELLOWSHIP ANNOUNCEMENT-----PLEASE POST

FIFTH ANNUAL CONGRESSIONAL FELLOWSHIP FOR FEDERAL SECRETARIES

DESCRIPTION:

The Congressional Caucus for Women's Issues is offering an upward mobility opportunity for secretarial personnel whose current or prospective position may require a working knowledge of the operations of Congress. The Fellowship is designed to assist an outstanding government secretary acquire the education and training necessary to assume mid-level management positions.

A bipartisan organization of 125 Members of the U.S. House of Representatives and U.S. Senate dedicated to improving the rights and representation of women, the Caucus is headed by Reps. Patricia Schroeder (D-CO) and Olympia Snowe (R-ME). Caucus Executive Director Anne L. Radigan administers the Fellowship program.

DATES: From approximately August 1, 1985, to August 1, 1986.

LEARNING ACTIVITIES:

The selected individual will work under the direct supervision of the Executive Director of the Congressional Caucus for Women's Issues in a program structured to provide a broad range of professional experience through managerial, administrative, and writing tasks. Assignments will include:

- * monitoring House and Senate Committee and Subcommittee hearings;
- * writing articles for UPDATE, the Caucus's nationally-distributed newsletter;
- * meeting with Congressional staff from Members' offices, as well as with Committee and Subcommittee staff;
- * attending House and Senate debates; and
- * researching legislative and regulatory processes.

2471 Rayburn Building, Washington, D.C. 20515 • 202-225-6740

QUALIFICATIONS:

The Congressional Secretarial Fellowship is open to federal government secretaries, or persons with secretarial-type responsibilities, at the GS-7 through GS-9 level.

Candidates should exhibit the ability to:

- * communicate clearly and concisely, both orally and in writing, with personnel at various organizational levels;
- * work well with others, not only in the office, but with outside organizations;
- * adapt readily to changing deadlines and priorities; and
- * work independently with a minimum of supervision.

APPLICATION PROCEDURE:

Applicants must submit an SF-171 and a one-page statement of their career goals and aspirations which details their specific qualifications for this position.

Applicants must also submit a recommendation from their immediate supervisor which includes the supervisor's assessment of the applicant's specific qualifications.

Each Cabinet-level Department is invited to submit one nominee for this position. The nomination should acknowledge the Department's agreement to release the nominee (if selected) for this one year nonreimbursable assignment. Nominations should be submitted, no later than June 1, 1985, to:

The Congressional Caucus for Women's Issues
Attention: Anne L. Radigan
2471 Rayburn House Office Building
Washington, D.C. 20515

Interviews will begin approximately June 15, and candidates will be informed of the status of their application no later than July 1, 1985.



Congressional Caucus for Women's Issues

CAUCUS FACT SHEET

History and Purpose

The Caucus was founded in 1977 as a bipartisan organization united in the goal of improving the status of women and eliminating discrimination that has been built into many federal programs and policies. Acting as a Member-at-large for the women of America, the Caucus has become the champion of women's issues in the United States Congress. In November 1981, the Caucus expanded its membership to include Congressmen.

The primary purpose of the organization is to promote legislation which will remedy inequities in public policy, eliminate economic disparities which handicap many women, and update existing programs to reflect the changes in women's lifestyles and needs. The Caucus maintains a steady commitment to educating fellow Members of Congress to the needs and concerns of contemporary women and to increase their colleagues' sensitivity to women's issues.

Perspective

Because it is a bipartisan organization with members representing diverse districts, the Caucus pursues only that legislation which has the wide support of its members. In particular, the Caucus has recently been focusing on economically-based issues such as insurance, child support enforcement, pension reform, military service, housing, health care, and economic equity.

Activities

Of paramount interest to Caucus members is the passage of legislation. The activities of the Caucus include:

- introduction of the Economic Equity Act (EEA), an omnibus bill that addresses the needs of women in the areas of pension reform, child care, insurance discrimination, and child support enforcement;
- working, in conjunction with the Black and Hispanic Caucuses and the Leadership Conference on Civil Rights, to maintain the integrity of the U.S. Commission on Civil Rights by opposing the Administration's efforts to replace three sitting commissioners.

Achievements

- passage of the Equal Rights Amendment Extension allowing consideration of this vital measure to continue until June 30, 1982; subsequently reintroduced the ERA in the 98th Congress as H.J.Res 1;

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- passage of bills which permit federal employees to pursue part-time careers and establish flexible work schedules so that more women are able to enter the work force;
- passage of a bill to promote innovative science and mathematics education for women, and to aid the advancement of women in technological fields;
- enactment of legislation guaranteeing former spouses of Foreign Service personnel a prorated portion of retirement and survivors benefits;
- inclusion in the 1983 jobs bill (Public Law 98-8) of provisions benefiting women. Among the many items finalized in the bill of interest to women was the raising of the 10% statutory limitation on public service sector jobs to 50%, wherein women are most concentrated, under the Community Development Block Grant (CDBG) program.

As the primary advocate for women's rights in Congress, the Caucus also focuses its energies on oversight of existing federal programs to ensure that agency heads review policies affecting women in programs under their jurisdiction. Members have:

- held seminars on women in the military;
- worked effectively on the issues of child and spouse abuse, and pregnancy disability;
- spearheaded the successful effort to secure the majority of cosponsors on H.Res. 190, Title IX of the Education Amendment of 1972, necessary to bring it to the floor for a vote. The House overwhelming expressed its continuing commitment to comprehensive application of the resolution.

The Caucus also acts as a clearinghouse on information and activities of concern to women in the U.S. Congress. The Caucus:

- publishes UPDATE, a monthly newsletter which reports on legislation affecting women;
- provides liaison between women's organizations and Members of Congress;
- presents briefings and provides briefing papers on current women's issues.